

July 27, 2009

Dear Prospective Bidder:

The City of San Ramon, in concert with 511 Contra Costa is soliciting bids to:

- 1) Process the 2009 Southwest Employer Transportation Survey.
- 2) Produce employer site survey analysis.
- 3) Produce a transportation analysis and final report for appropriate employers and for the Southwest Contra Costa County region.

Please refer to the attached scope of work, survey quantity estimates, contents of survey reports and qualification details of bid requirements. Bids must be received by **5:00 p.m., Thursday, August 27, 2009** and should be sent to:

Darlene Amaral
Transportation Analyst
City of San Ramon
c/o 511 Contra Costa
3180 Crow Canyon Pl., Ste 140
San Ramon, CA 94583

The 511 Contra Costa Transportation Demand Management (TDM) program provides employer based trip reduction services to employers and multi-tenant buildings. One component of the program is to provide employer transportation survey processing. This enables the employer, multi-tenant building and 511 Contra Costa to evaluate the effectiveness of voluntary trip reduction programs as well as determine a county-wide drive alone rate.

Should you have any questions regarding this request for bids, please contact me at (925) 973-2655.

Sincerely,



Darlene Amaral
Transportation Analyst

EXHIBIT A SCOPE OF WORK

The City of San Ramon, in concert with 511 Contra Costa, requests bids to perform survey processing and survey analysis for employers and multi-tenant buildings throughout Southwest Contra Costa County.

Task 1

Identify employers who will conduct online surveys or paper surveys for Southwest Contra Costa County.

Task 2

Set up online survey capability for participating employer(s).

Task 3

Data Entry.

Task 4

Prepare individual employer/multi-tenant survey reports for up to 5 employers/multi-tenants building submitting employee transportation surveys (See Exhibit B for estimated number of surveys and Exhibit C for contents of survey report).

Task 5

Prepare a report for Southwest Contra Costa County and include comparisons to 2006 survey results and the following items for each employer/multi-tenant building:

1. Employer Name
2. Work site address
3. Name/Phone number of employee transportation coordinator
4. Month/Year of most recent survey
5. Survey response rate
6. Drive alone rate
7. Total number of employees at work site
8. Total peak period survey respondents
9. Mode split data
 - a. % drive alone
 - b. % carpool
 - c. % vanpool
 - d. % transit
 - e. % bike
 - f. % walk
 - g. % compressed work week
 - h. % Clean Fuel Vehicle

- i. % other
10. Recommendations

This information should be in a separate report (hard copy), in spreadsheet format (excel).

Organization of Proposal

Please include the following:

- Data entry billing rate;
- Cost of data analysis (reports);
- A schedule of completion of the specific work task;
- A list of comparable projects that the firm has completed.

Deliverables

- | | |
|---|-------------------|
| • Bid (original and two copies). | August 27, 2009 |
| • Data entry completed for Employer Transportation Surveys. | November 24, 2009 |
| • 1 st draft employer/multi-tenant building summary reports for the Southwest Contra Costa County. | December 8, 2009 |
| • 2 nd draft of the Southwest Contra Costa County survey reports. | December 22, 2009 |
| • Final version of the Southwest Contra Costa County survey reports. | January 30, 2010 |

Schedule

- | | |
|-------------------|---------------------------|
| • Bid Circulation | July 27 – August 27, 2009 |
| • Review of bids | September 8-9, 2009 |
| • Award Contract | September 9, 2009 |

EXHIBIT B
SURVEY QUANTITY ESTIMATES

Employers	Estimated # of Surveys
75	11,500
Multi-tenant Buildings	Estimated # of Surveys
3	10,500

EXHIBIT C
CONTENTS OF SURVEY REPORTS

All survey reports should include the following information:

1. Total number of employees
2. Number of surveys distributed
3. Number of surveys returned
4. Overall survey response rate
5. Peak Period survey response rate
6. Work start times
7. Work end times
8. Commute modes (peak periods)
9. Commute modes (all)
10. Trip reduction goal for 2009
11. Employee home locations
12. Distance of one-way commute
13. Minutes of one-way commute
14. Type of work week (full-time, compressed, etc.)
15. Mode willing to use one day a week
16. Employee home zip codes & city names
17. Type of incentives to switch to commute alternative
18. Response for not using commute alternative

EXHIBIT D QUALIFICATIONS

The qualifications of the survey processor will be examined, evaluated and approved by a sub-committee of the Transportation Demand Management (TDM) Advisory Committee.

Please provide references for similar work performed by the proposed survey processor.

Bidder's Introduction

The introduction should set forth a general description of the bidder, including the following information:

1. Name of firm.
2. Location of firm, location of office out of which the bulk of services will be performed.
3. Date that the firm was established and a brief description of the firm's history.
4. A description of management, internal organization, and structure of the firm.

Proposed Approach

The bidder should provide an explanation of the firm's proposal to provide staffing to address the tasks outlined in the Scope of Work.

Discuss your candidate's capabilities to provide the services outlined in the Scope of Work. Describe relevant past and current assignments.

Provide resume(s). Resume(s) should include: name, title, years with the firm, and summary of experience relevant to this bid request only. Provide a statement regarding the level of guaranteed commitment of proposed individuals to actually perform the services requested.

Fee Proposal

The fee proposal shall specify the rate per employee survey, per employment site survey and multi-tenant building report.